

**EUROPEAN DEFENCE AGENCY
(E D A)**

**Vacancy notice
(Agency's Temporary Staff)**

Post:	Deputy Director and Head of Unit Airworthiness, Standardisation, Certification
Type of post :	Temporary agent post
Grade :	AD13
Management of staff:	N.A.
Location:	Brussels
Indicative starting date:	1 March 2018
Level of Security Clearance:	SECRET UE/EU SECRET

Closing date for applications	19 July 2017
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The selection of candidates will follow the EDA Staff Recruitment Procedure. Candidates must apply for this post via the EDA website <http://www.eda.europa.eu> - vacancies. Please note that to make an EDA on-line application you will need to create your EDA profile using a valid e-mail address and a password.

1. BACKGROUND

The European Defence Agency was established on 12 July 2004, and is governed by Council Decision (CFSP) 2015/1835 defining the statute, seat and operational rules of the European Defence Agency.

The Agency has its headquarters in Brussels.

The main task of the EDA is to support the Council and the Member States in their effort to improve the Union's defence capabilities in the field of crisis management and to sustain the Common Security and Defence Policy (CSDP) as it currently stands and as it develops in the future.

The Agency is structured into four directorates. Three operational directorates: Cooperation Planning & Support; Capability, Armaments & Technology; and European Synergies & Innovation and the Corporate Services Directorate.

2. THE AGENCY'S WAY OF WORKING

The Agency is an "outward-facing" organisation, constantly interacting with its shareholders, the participating Member States, as well as with a wide range of stakeholders. It works in an integrated way, with multi-disciplinary teams representing all the Agency's functional areas, to realise its objectives. Its business processes are flexible and oriented towards achieving results. Staff at all levels need to demonstrate the corresponding qualities of commitment, flexibility, innovation, and team-working; to work effectively with shareholders and stakeholder groups, formal and informal; and to operate without the need for detailed direction.

3. THE DIRECTORATE COOPERATION PLANNING AND SUPPORT

The Cooperation Planning & Support (CPS) Directorate focuses on the early identification of requirements at European level and the through-life aspect of capabilities. The directorate is responsible for capability planning through the Capability Development Plan and the Cooperative Programme Database, and Pooling & Sharing including the Code of Conduct. It is also responsible for key enablers to support defence cooperation and enhance interoperability: military airworthiness, standardisation and certification, and education and training. In addition, the directorate provides support to CSDP military and civilian operations and missions and EU Battlegroups, at the request of their Member States.

The CPS Directorate also supports the Member States in identifying operational and financial consequences, as well as opportunities, that SESAR (Single European Sky ATM Research programme) may bring to European air forces and facilitates the coordination of military views in this context. The directorate also acts as the military interface for the EU institutions (e.g. European Commission/DG MOVE, EASA), as well as other SESAR related bodies (e.g. SESAR Deployment Manager, SESAR Joint Undertaking), on SES (Single European Sky) related issues.

In the wider context of military aviation, the CPS Directorate supports the Member States in their efforts to operate RPAS in non-segregated airspace and in harmonizing military aviation safety issues.

4. DUTIES

The jobholder is accountable to the Director Cooperation Planning & Support and has duties as Deputy Director of Cooperation Planning and Support Directorate and as Head of the Unit "Airworthiness, Standardisation, Certification".

This includes, as **Deputy Director**:

- deputising for the Director;
- supporting the Director in the overall management of the Directorate, sustaining appropriate links and coordination with Member States and the relevant Council, Commission, EEAS, EUMC, EUMS, EASA, EUROCONTROL, EUROCAE and other external bodies including NATO;
- ensuring coherent implementation of the EDA Project Portfolio Management tool across CPS and coaching Project Officers in adopting its methodology in support of their work strands, projects and activities;
- preparing the Steering Boards;
- ensuring the global consistency within the different work strands in the portfolio of the Directorate and promoting effective cross-directorate interaction;
- evaluating the coherence, relevance and completeness of the different fora in which CPS interacts with pMS.

and as **Head of Unit**, he/she will be responsible under the supervision of the Cooperation Planning and Support Director for:

- the development of an integrated approach to critical enablers for cooperation:
 - developing harmonised certification requirements and coordinated approaches towards their implementation in the land, air and sea domains, with an initial focus on ammunition and aviation safety, building on the achievements in the field of (military) airworthiness;
 - deriving standardisation needs and opportunities from the Capability Development Plan, the Collaborative Database and other projects (such as in R&T), and mainstreaming the use of the European Defence Standards Reference System (EDSTAR) and civilian / military standards in view of enhancing interoperability and efficiency and deepening defence cooperation, in coherence with NATO;
 - developing full spectrum test & evaluation capabilities in Europe based on a fully coordinated network of national centres; this entails fostering collaborative activities among Test Centres, creating networks of excellence and systematically relating them to EDA projects;
 - identifying and promoting new opportunities to develop cooperation between Member States in the fields of Aviation Safety, Standardization, Certification and Defence Test and Evaluation, building on transversal cooperation within the Agency and external relationships with key civil and military stakeholders in his/her area of responsibility;
- planning and managing the use of budgetary resources allocated to projects and activities within his/her areas of responsibility;
- managing the workload and human resources allocated to the Unit, including the development of competences and skills, and the evaluation of their performance;
- allocating personnel under his/her responsibility to integrated teams in other Directorates and projects;
- proposing strategic inputs to CPS Director and senior management with regard to the development of his/her areas of responsibility;
- taking on additional tasks as required in the interest of the service.

Duties may evolve according to development of the EDA's structure and activities, and the decisions of EDA management.

5. QUALIFICATIONS AND EXPERIENCE REQUIRED

a. Conditions for eligibility:

General

- be a national of a Member State participating in the Agency;
- be entitled to his/her rights as a citizen;
- have fulfilled any obligations imposed on him/her by the laws concerning military service;
- produce the appropriate character references as to his/her suitability for the performance of his/her duties;
- be physically fit to perform his/her duties;
- have a thorough knowledge of one of the languages of the participating Member States and a satisfactory knowledge of another of these languages to the extent necessary to discharge his/her duties;
- hold, or be in a position to obtain, a valid Personnel Security Clearance Certificate (national or EU PSC at SECRET UE/EU SECRET level). Personnel Security Clearance Certificate' (PSCC) means a certificate issued by a competent authority establishing that an individual is security cleared and holds a valid national or EU PSC, and which shows the level of EUCI to which that individual may be granted access (CONFIDENTIEL UE/EU CONFIDENTIAL or above), the date of validity of the relevant PSC and the date of expiry of the certificate itself. Note that the necessary procedure for obtaining a PSCC can be initiated on request of the employer only, and not by the individual candidate.);
- have a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years; or be a graduate of a national or international Defence College.

b. Essential selection criteria

(1) Professional

The candidate will be required to demonstrate that he/she has:

The candidate will be required to demonstrate that he/she has:

- a thorough understanding and professional experience in Aviation Safety, Standardisation, Qualification/Certification and Defence Test and Evaluation;
- an excellent knowledge and a thorough understanding of the processes, procedures and regulatory issues applicable to Aviation Safety, Standardisation, Qualification/Certification and Defence Test and Evaluation;
- the ability to understand complex organizational and procedural processes, and to identify and propose relevant change proposals;
- proven ability in drafting and presenting conceptual papers;
- familiarity with the defence, European and international environment, notably in relation to military aviation;
- a thorough and proven international experience;
- a track record in delivering successful business outcomes;
- a very good knowledge of English;
- experience in leading organizational and process change;
- a sound practical management experience.

(2) Personal

All staff must be able to fit into the Agency way of working (see par.2). Other attributes important for this post include:

- ability to work in a team;
- good leadership and management skills;
- results-orientation and strong motivation;
- flexibility and innovativeness;
- genuine commitment to the Agency's objectives;
- strong conceptual, compositional, interpersonal and analytical skills;
- good communication skills.

c. Desirable

The following will be considered an advantage:

- a minimum of 15 years of professional experience acquired after the award of the qualification required as a condition of eligibility.

6. INDEPENDENCE AND DECLARATION OF INTEREST

The Deputy Director and Head of Unit Airworthiness, Standardisation, Certification will be required to make a declaration of commitment to act independently in the Agency's interest and to make a declaration in relation to interests that might be considered prejudicial to his/her independence.

7. APPOINTMENT AND CONDITIONS OF EMPLOYMENT

The Deputy Director and Head of Unit Airworthiness, Standardisation, Certification will be appointed by the Chief Executive, upon recommendation of the Chairman of the Selection Committee.

Recruitment will be as a member of the temporary staff of the Agency for a four-year period (unless a shorter period is mutually agreed between the parties). Renewal is possible within the limits set out in the EDA Staff Regulations. The successful candidate will be recruited as AD13.

Failure to obtain the requisite security clearance certificate before the expiration of the probationary period may be cause for termination of the contract.

Candidates are advised that part of the recruitment process includes medical analyses and physical check-up with an Agency's Medical Adviser.

Applications are invited with a view to establishing a reserve list for the post of Deputy Director and Head of Unit Airworthiness, Standardisation, Certification at the EDA. This list is valid until 31/12/2018, and may be extended by decision of the Chief Executive. During the validity of the reserve list, successful candidates may be offered a post in the EDA according to their competences in relation to the specific requirements of the vacant post.

Inclusion on the reserve list does not imply any entitlement of employment in the Agency.

8. EQUAL OPPORTUNITIES

The EDA is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, sex or sexual orientation and regardless of disabilities, marital status or family situation.

9. APPLICATION PROCEDURE

Candidates must submit their application electronically solely via the EDA website. Applications by any other means (hard copy or ordinary e-mail) will not be accepted. Applications must be submitted no later than midnight. Candidates are reminded that the on-line application system will not accept applications after midnight (Brussels time, GMT+1) on the date of the deadline.

When applying, candidates from Ministries of Defence or other governmental entities are encouraged to inform their national administration.

A selection committee will be appointed. Please note that the selection committee's internal proceedings are strictly confidential and that any contact with its members is forbidden.

If recruited, you will be requested to supply documentary evidence in support of the statements that you make for this application. Do not send any supporting or supplementary information until you have been asked to do so by the Agency.

Please note that once you have created your EDA profile, any correspondence regarding your application must be sent or received via your EDA profile.

For any prior enquiry, please refer to the FAQ (Frequently asked questions) section, or send an e-mail to recruitment@eda.europa.eu.

10. DATA PROTECTION

Please note that EDA will not return applications to candidates. The personal information EDA requests from candidates will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. The purpose of processing personal data which candidates submit is to manage applications in view of possible pre-selection and recruitment at EDA.

More information on personal data protection in relation to selection and recruitment can be found on the EDA website: <http://www.eda.europa.eu/jobs/dataprotection>